

# VMR-VRO CHECKLIST – 1099-ADDING 1099 INFORMATION TO EXISTING VENDORS

## Guideline – 1099-Adding 1099 Information To Existing Vendors

Navigation: *Vendors>Vendor Setup/Maintenance>Vendor Information*

### Instructions -

#### 1. SetID: SHARE

Find an Existing Value | Add a New Value

Use Saved Search: SHARE

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

#### 2. Find the vendor.

Summary | **Identifying Information** | Address | Contacts | Location | Custom

SetID: SHARE Check for Duplicate

Vendor ID: 0000025864

\*Vendor Short Name: A & B PIZZ A & B PIZZ-001

\*Vendor Name 1: A & B PIZZA INC

Vendor Name 2:

\*Status: Approved \*Classification: Supplier

\*Persistence: Regular HCM Class:

☐ VAT Registration Registration VAT Default VAT Service Treatment Setup

☒ Withholding Expand All Collapse All

☒ Open For Ordering

**Vendor Relationships**

☐ Corporate Vendor ☐ Inter Unit Vendor

Corporate SetID: SHARE Inter Unit Vendor ID:

Corporate Vendor ID: 0000025864 A & B PIZZA INC

#### 3. Make sure the withholding check mark is checked.

#### 4. Click on the location tab.

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5. Find the location that you would like to add the 1099 information to.

Location: REMIT ☐ Default

Description: MANDAN RTV Fees

Details Find | View All First 1 of 1 Last

Effective Date: 12/01/2004

Status: Active

Options: Payables Procurement Sales/Use Tax 1099 Expand All Collapse All

Additional ID Numbers

Comments

Internet Address

VAT

Expand All Collapse All

6. Click the plus button to add an effective dated row.

7. Back date the location back to January 1<sup>st</sup> of the current year.

Details Find | View All First 1 of 2 Last

Effective Date: 01012008

Status: Active

Options: Payables Procurement Sales/Use Tax 1099 Expand All Collapse All

Additional ID Numbers

Comments

Internet Address

VAT

Expand All Collapse All

8. Click on the '1099' link.

9. Complete the next page in the following manner:

### Withholding Vendor Information

SetID: SHARE Location: REMIT  
Vendor ID: 0000025864 Description: MANDAN  
Short Vendor Name:  
Name 1: A & B PIZZA INC

### 1099 Options

1099 Information						
Main Information						
*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

1099 Reporting Information			
Main Information			
*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	1	F	123456799

OK Cancel

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10. A couple of things need to be addressed.

- The 'Default Jurisdictions' must be checked for one of the 'Default Classes'.

This check mark does not default in.

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT

- A vendor may have more than one 'Default Class' but only one 'Default Jurisdiction' can be checked. The system will allow more to be checked but when it comes to the vouchers/payments there will be problems with the 1099 reporting.

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status		
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only	<input type="button" value="+"/> <input type="button" value="-"/>
IRS	1099	FED	<input type="checkbox"/>	01	RPT	Reporting Only	<input type="button" value="+"/> <input type="button" value="-"/>

- An address must be identified to print on the 1099. Normally the address attached to the default location will populate here. If that is not the address identified by the vendor on his paperwork (W-9, applications, invoice, etc.) please make sure this information is attached to the correct address.

1099 Reporting Information				
Customize   Find   View All   First 1 of 1 Last				
Main Information		Additional Information		
*Entity	*Address	TIN Type	Taxpayer Identification Number	
IRS	3	F	450455733	<input type="button" value="+"/> <input type="button" value="-"/>

11. Click

## VMR-VRO CHECKLIST – 1099-ADDING 1099 INFORMATION TO EXISTING VENDORS

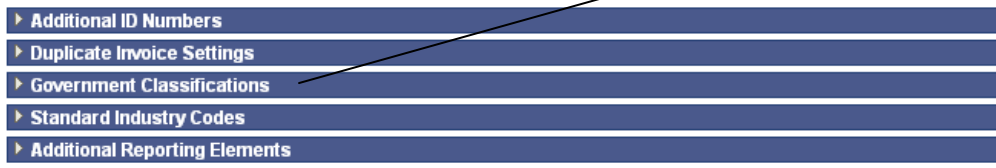
12. Once you have returned to the location page please enter in the following in the comments:

- What was done
- Why it was done and the documentation authorizing the change
- Who did it
- The date it was done. Example: “3-27-07 – Vendor submitted W-9 with TIN for reporting. BH/OMB”

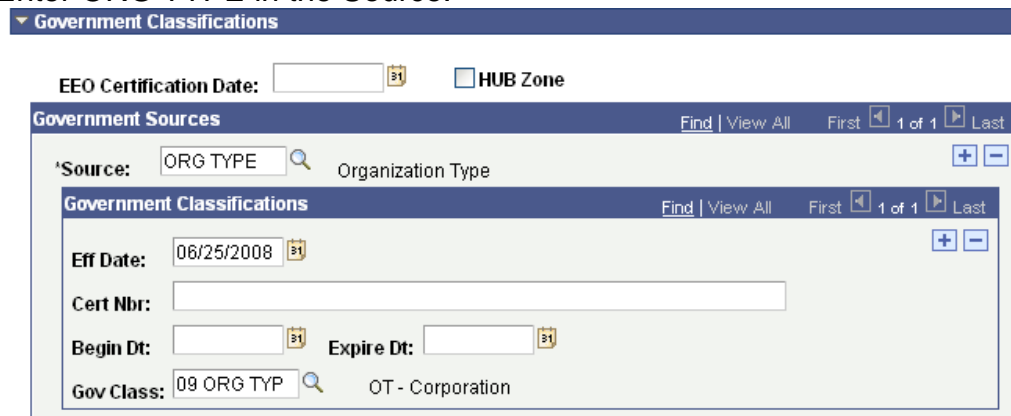


13. If you should have received a W-9 from the vendor, please record the receipt of the paperwork in the following manner.

Return to the Identifying Information tab. Click on the **Government Classifications Link.**



14. Enter ORG TYPE in the Source.



15. When selecting the Gov Class, which is a description of the ORG TYPE use one of the following: This information should come from the W-9.

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09 ORG TYP	OT - Corporation
13 ORG TYP	OT - General Partnership
22 ORG TYP	OT - Incorporated Non-Profit Organization
14 ORG TYP	OT - Individual (non-business)(disregarded entity)
16 ORG TYP	OT - Unincorporated Non-Profit Organization
18 ORG TYP	OT -Individual/Sole Proprietorship

16. The receipt of the W-9 now needs to be recorded.

To create a new Government Source click on this

The screenshot shows the 'Government Sources' form. At the top, there's a section for 'Government Classifications' with a dropdown menu. Below it, the 'EEO Certification Date' field is empty, followed by a checkbox for 'HUB Zone'. The 'Government Sources' section has a 'Find | View All' link and a 'First 7 of 7' indicator. The 'Source' field is empty. Below it, the 'Government Classifications' section has a 'Find | View All' link and a 'First 1 of 1' indicator. The 'Eff Date' field is set to '02/28/2008'. The 'Cert Nbr' field is empty. The 'Begin Dt' field is empty, and the 'Expire Dt' field is empty. The 'Gov Class' field is empty.

17. Record the following information to this page:

The screenshot shows the 'Government Sources' form with the following information entered: 'Source' is 'W9', 'W-9 Received' is checked. The 'Government Classifications' section has 'Eff Date' set to '06/25/2008', 'Cert Nbr' set to 'RECEIVED ON 6-25-2008 RWOMB', 'Begin Dt' set to '06/24/2008', and 'Expire Dt' set to '06/24/2013'. The 'Gov Class' field is empty.

Select W9 here.

Enter the expiration date here.

18. The expiration date entered here should be 5 years from the date W-9 was signed. W-9s need to be renewed every five years.

19. Save the vendor.

20. Hold on to the paperwork until VRO requests it to be sent.

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*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*